

Request for Proposals # S00R5400005
Temporary Agency Financial Services Staffing
Questions & Responses 1
September 8, 2014

This list of Questions and Responses is being issued to clarify certain information contained in the above named RFP. The statements and interpretations of contract requirements, which are stated in the following questions of potential offerors, are not binding on the State, unless the State expressly amends the RFP through an addendum. Nothing in the State's responses to these questions is to be construed as agreement to or acceptance by the State of any statement or interpretation on the part of the potential offeror asking the question as to what the contract does or does not require.

Questions and Responses

Question: Due to ACA requirements for staffing firms with over 100 W-2 contractors, how do we factor in costs relating to health insurance benefits that we may be required to cover as of 1/1/15?

Answer: The Department of Housing and Community Development (DHCD) expects these costs to be added into the hourly rate submitted in the price proposal(s).

Question: Is this a new or follow on requirement? If it is a follow on, please let us know the current contract number and contract value.

Answer: This is a re-procurement. The current contract # is S00R4400002. The contract value is \$200,000.

Question: Who is the incumbent? Are they still eligible to bid as a prime for this contract?

Answer: The incumbent is AdNet AccountNet, Inc. This contract has had a one year term, which is due to end in the near future. Yes, they are eligible to bid in this solicitation.

Question: Do we need to submit the resumes for the required key personnel with the proposal?

Answer: Section 5.2, Tab 5 of the Request for Proposals (RFP) states what the requirement is.

Question: On the cover page we see a closing day (September 15). However, what is the closing time?

Answer: 2:00 p.m.

Question: What criteria are important to you in selecting a vendor? How would you rank the criteria?

Answer: Please refer to Section 6, Evaluation Procedure and Contract Award, of the RFP, pages 26-28.

Question: Are there any special circumstances of which we should be aware for this solicitation?

Answer: There are none.

Question: What are the current bill rates and mark-up percentages per position of the present contract?

Answer: Their unit bill rates are protected confidential information.

Question: How many contract awards will be made?

Answer: One.

Question: Is there an estimated budget allocated for this RFP?

Answer: The contract award will be \$200,000.

Question: Will you provide job descriptions for the positions listed within the RFP?

Answer: The job descriptions are listed as Exhibit I in DHCD's web link, which will be provided with this e-mail.

Question: Are agencies required to bid on all positions?

Answer: Yes, you will see all listed on the price proposal that you will be giving us (also included in the web link).

Question: What is the average length of assignments?

Answer: The assignments can vary by as much as one day to 6 months or longer. It depends on the needs in DHCD at that time.

Question: We see you do have a pre-bid conference. Do we need to register to attend?

Answer: There will be no pre-bid conference.

Question: Will you allow for adjustment in pricing during 2015 when the Affordable Care Act goes into effect?

Answer: No, please factor that in your figures for the price proposal you will submit with your technical proposal.

Question: In the RFP, the proposal format directions under Tab 3, specify to submit the Living Wage Affidavit (Attachment D-1). The Living Wage attachment is labeled as E-1. Which one is correct?

Answer: The Living Wage attachment is E-1. Attachment D is the Price Proposal, which will also need to be submitted.

Question: Is there a page limit for the technical proposal? If so, what is the allowable page number?

Answer: There is no page limit.

Question: What font size is acceptable for submission?

Answer: It does not matter.

Question: Where is the place of performance for this contract?

Answer: About 99% of assignment requests will be for our headquarters is Crownsville, Md and in the spring of 2015 New Carrollton in Prince George's County, where we will be moving. We also have a small office in Baltimore, but it is unlikely that we would need an assignment there, but a small chance.